

January 17, 2023

JEDI JOY B. MAHILUM

Department Head

Department of Plant Breeding and Genetics

Dear Ms. Mahilum,

I am writing in reference to the open position Admin Aide III. I currently work in the Department of Plant Breeding Genetics as department document record controller/clerk. I am very interested in this position since I experienced clerical functions. I believe that my varied experiences and education give me the skills necessary to be a successful candidate for this position.

I have experience in many aspects of office administration. I have been responsible for charge of communications and other documents for signature of the department head and faculty members, acts as the department document and records controller (DDRC, takes charge in the proper documentation (compile, copy, sort and file records) and filing of all documents and records, controls all forms (updated ISO) and the department's copy of the documented procedures manual of the university, payroll to JO workers and reimbursement, receive and distribute communications (e.g. memos) and documents (e.g. TPES) to faculty, and performs other duties that maybe assigned by the department head. During my time as clerk, I utilized many of these skills especially during the time of ISO Certification.

My experience with the Department of Plant Breeding and Genetics provided me with the opportunity to hone my written as I was responsible for the communication and helped me to develop excellent time management and prioritizing skills to complete work on a deadline.

I would appreciate the opportunity to meet you to discuss the positions opportunity you have available. Thank you for your consideration.

Sincerely,



DARLYN A. DUPAL

Applicant